	City of Murrieta City Council Policy	
	POLICY: PROCLAMATIONS AND PROTOCOL	
	POLICY NO.: 100-03R	DATE: April 5, 2011

PURPOSE

To provide guidelines and procedures for the issuance of proclamations. To establish standards for the use and distribution of recognition items (resolutions, proclamations, letters of appreciation, and other official memorabilia).

POLICY

The City Council regularly recognizes people, organizations, events and dignitaries that impact the Murrieta community. It is the policy of the City Council of the City of Murrieta to issue proclamations and other recognition items to honor an individual, an organization, recognize a special event or a special day, month or year. City Council members, citizens, or bonafide organizations may request a proclamation and other recognition items. Recognition requests relevant to the City of Murrieta may be honored except those related to political, religious, or lifestyle ideology. The City Manager will determine if the recognition item meets the requirements of this policy and may consult with the Mayor.

PROCEDURES

- A. Recognition requests must be transmitted to the City Clerk Department at least two weeks prior to the requested completion date. Requests on behalf of bonafide organizations shall be on official letterhead. The request shall include either a sample proclamation to be used as a guide or shall provide sufficient information to assist the City Clerk staff and minimize staff time in preparing the proclamation.
- B. City Clerk will finalize the proper recognition document, including the Mayor's signature if appropriate. On occasion, it may be desired that the full City Council sign the document. Whenever a majority of City Council members will sign a recognition item or proclamation, that document shall be approved by the City Council. The City Clerk will obtain all signatures.
- C. The presentation of recognition items will be made primarily by the Mayor. If the Mayor is unavailable, the responsibility will fall to the Mayor Pro Tempore, then to the other City Councilmembers by seniority.
 1. On exceptional occasions, a member of City Council that does not serve in the position of Mayor or Mayor Pro Tempore may be requested, or may request on their own behalf, to present a recognition item. An example would be for a cause or event where the specific City Councilmember either has experience or would better serve in the role as presenter.
- D. The City Manager shall determine if the recognition item will be presented during a City Council meeting, presented at an event, or mailed to the requester.

- E. When a proclamation or other recognition item is presented during a City Council meeting or other formal event, staff shall provide the Mayor or the presenter of the proclamation with a supplemental, written version to be read from the dais or podium. This version should not include the formal “whereas” declarations, and should be prepared in an easy-to-read format, including double spaced paragraphs and a minimum font size of 14 points.
- F. The City Clerk shall agendize all proclamations and resolutions to be presented at City Council meetings as well as those documents that are not to be presented at a Council meeting but which will contain the signatures of a majority of the members of the City Council, and mail all proclamations as directed.
- G. Proclamations to be presented at City Council meetings shall be placed in a certificate folder or frame. On special occasions, the City Manager may direct the proclamation to be presented as a plaque.
- H. Proclamations mailed will be placed in a certificate cover.
- I. The City Clerk shall maintain copies of proclamations in accordance with the City’s records retention policy.
- J. Types of Recognition
 - 1. Informal Letters of Appreciation: This is a joint letter or thank-you card on City letterhead or card stock signed by the Mayor, City Councilmembers and/or City Manager in appreciation of a person, organization, event or company's efforts.
 - a. Generally this is the most common form of recognition.
 - b. An example of this level of recognition is the cards sent out to attendees of the Murrieta Connects events.
 - 2. City Souvenirs: The City Council recognizes that gifts to visiting dignitaries or members of the public are an appropriate method of commemorating certain occasions or events.
 - a. At the discretion of the Mayor or City Manager, visiting dignitaries or members of the public will be presented with an official City souvenir, appropriate to the level of occasion.
 - b. Such examples of souvenirs include keychains bearing the City seal, pens, pins and other items that include the City logo or seal.
 - 3. Formal Letters of Appreciation: This letter enables the Mayor or City Council to thank the recipient on City letterhead for a specific act to the community.
 - a. An example of this level of recognition includes chairing a special event, making a significant contribution, or donating something of value to the community.
 - b. These letters may be signed in advance.
 - c. Formal letters of appreciation may be combined with other levels of recognition.
 - 4. Certificate of Recognition: This is an official certificate that illustrates the City’s recognition of a person, special event or organization.
 - a. Certificates should be signed by either the Mayor or the City Manager.
 - b. Examples for the use of certificates include recognizing an Eagle Scout recipient, a retiring or employee leaving a City Department or an event that will occur within the City that will positively impact the community.
 - 5. Proclamations: A proclamation is a document reserved for those whose special contribution is well known in the community over a period to time, and should be

signed by the Mayor. It may also include an event that has directly benefited the Murrieta community or raises awareness of an activity that considerably impacts the City.

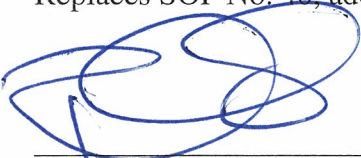
- a. Examples include recognizing the president of a civic or charitable organization for efforts that improve the community, such as a food pantry.
 - b. Generally, proclamations should be agendaized according to City policy and procedures, and issued during the 'Presentation' section of the City Council Agenda.
 - 1) If deemed appropriate or necessary, the proclamation can be mailed to the recipient without a formal presentation at a City Council meeting.
6. Resolutions: A resolution is an official statement of the City Council that directs certain administrative or legal action or embodies a public Council statement. Once adopted, a resolution remains as City Council policy until changes by a subsequent City Council resolution. This form is signed by the Mayor, City Clerk and City Attorney.
- a. Resolutions may be used in situations such as appointment of individuals to commissions, to relay official positions on legislative issues, to honor a local recipient of a prestigious award, and to show support or opposition on an issue or to provide the highest recognition to an individual.
 - b. Generally, this form of recognition is rare.
 - c. Resolutions must be processed in accordance with City policy and procedures, approved as to form by the City Attorney, and signed by the Mayor.
7. Official Keys to the City: Official Keys to the City should be considered the highest award or gift the City can present. The determination on whether or not to issue a Key rests jointly with the Mayor, City Council and City Manager.
- a. Generally, this is the least common form of recognition, and should only be presented to a person or organization that is deemed extraordinary by the City Council.
 - b. Distribution of the City keys will be made at a City Council meeting where the item is agendaized, unless presentation is requested at a special event or meeting.
 - c. In order for a person or organization to receive Keys to the City, the City Council must be unanimous in their support.

HISTORY

Revised April 5, 2011

Adopted November 18, 2008

Replaces SOP No. 40, adopted May 10, 2005



RANDON K. LANE
Mayor